



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### Facilities Maintenance Technician

**FLSA Status :** Non-Exempt  
**Bargaining Unit :** Teamsters  
**Salary Grade :** TE9

#### **CLASS SUMMARY:**

The Facilities Maintenance Technician is the third level in a five level Maintenance and Operations Series. Incumbents are responsible for facilities operation, maintenance, and repair. Incumbents will provide training, guidance, and general oversight of facilities' staff, seasonal workers, and new hires. Incumbents must be able to work independently, in collaboration with contractors, and in a team environment on projects.

Incumbents perform journey-level assignments in the maintenance and repair of City buildings based on their certifications and licensing. Responsibilities include general building maintenance, electrical system modifications, electrical and mechanical equipment repairs, maintenance of electrical, electronic, and mechanical controls, safety, and environmental controls (HVAC system), preventive maintenance, and record keeping.

The Facilities Maintenance Technician is distinguished from the Municipal Services Specialist by its focus on skilled maintenance/repair duties, specialized experience, and certification/licensing.

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#### **CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

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#### **ESSENTIAL CLASS DUTIES:** Duties are a representative sample; position assignments may vary.

- Guides and instructs staff in the proper methods and techniques to carry out their duties in accordance with applicable regulations and codes, policies, standard operating procedures, equipment manuals, preventative maintenance guidance, and best trade practice.
- Provides coaching, hands on training and constructive feedback as useful or necessary to improve the skills of staff and ensure safe and efficient servicing and operation of building systems.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Oversees and maintains facilities systems and job site safety in compliance with City policies and OSHA and EPA requirements.
- Oversees contractors performing services and during repair and construction projects, monitoring and reporting status and progress; conducts necessary inspections to assure correctness and appropriateness of service and repairs, compliance with relevant contract documents and regulations; and documents progress to report to the supervisor.
- Coordinates with equipment manufacturers, vendors, and service providers to obtain technical information, proposals, and pricing, and arranges repairs.
- Safely operates a variety of handheld tools and power equipment to troubleshoot and repair a wide variety of equipment and systems including electrical systems, HVAC systems, plumbing/irrigation systems, fire alarms, access control, and/or CCTV systems.
- Responds to emergencies such as alarms, floods, and equipment failure.
- Performs activities related to planning and implementing maintenance and repair projects such as determining economic viability, scoping projects, developing requests for proposals, participating in selection panels, attending meetings with vendors, building occupants, engineers, architects and user department representatives; writes technical reports; documents troubleshooting procedures; evaluates code, safety or other implications and long and short term effects of the planned project.
- Lays out, repairs, tests, installs, troubleshoots, and modifies HVAC, electrical and electronic components of building systems and equipment based on certification or licensing level.
- Performs preventive maintenance and repairs of building equipment and systems, including hydronic loops, boilers, heat pumps, split systems, diesel/generators, air compressors, air handler units, fans, pumps, water heaters, heat recovery systems, heat exchangers, and gas fired equipment.
- Receives, completes, and documents maintenance and project status records in the department computer system, compiles and maintains accurate records of preventative maintenance efforts; maintains current accurate documentation, purging unneeded files, schedules activities, tracks service calls, and communicates effectively with stakeholders.
- Delivers professional and courteous customer service when responding to customer service requests, questions, and complaints.
- Seeks and arranges for necessary and required training to obtain and/or maintain required certifications, and networks with other entities for the purpose of staying current and aware of developments and opportunities.
- Performs other duties of a similar nature or level.

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**Training and Experience** (positions in this class typically require):

A High School diploma or equivalent with 2 years of building maintenance experience plus 1 year of related specialized or technical training in HVAC, electrical and/or plumbing are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

An Associate's degree or two-year technical training certification in mechanical or electrical trade related to facilities management (i.e. HVAC, electrical, plumbing, and/or fire alarm systems) is preferred.

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**Licensing Requirements** (positions in this class typically require):

- Valid Oregon Driver's License – Class C

The following certifications are preferred and may be required:

- Oregon Limited Maintenance Electrical License (LME)
- Oregon Limited Energy Technician
- EPA Universal Refrigerant Handling Certification
- BOMI International System Maintenance Technician (SMT) or Systems Maintenance Administrator (SMA)
- International Facility Management Association (IFMA) Facilities Management Professional (FMP) or Certified Facility Manager (CFM)
- Northwest Energy Efficiency Institute (NEEI) Building Operator Certification (BOC) Level I or II
- Forklift certificate

The following certification is desirable:

- Journeyman Certification in related trade, i.e., HVAC, Plumbing or Electrical

Incumbents will be required to obtain CPR certification and Confined Space Entrant, Attendant and/or Supervisor Certification.

Incumbents must be in possession of or have the ability to obtain any certification or license required by City, State or Federal agencies to work in assigned position.

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**Knowledge** (depending upon assignment, positions in this class typically require):

Knowledge of:

- Safe use of a large variety of hand and power tools and test equipment to make modifications and repairs to building equipment, systems and features;
  - Safe operation of vehicles and light and medium equipment including scissor lifts and basket trucks;
  - Safety practices and OSHA standards;
  - EPA regulations, NFPA and other codes relevant to the operation and maintenance of commercial office building systems and equipment;
  - Electrical and refrigeration trade theory as well as best trade practices to efficiently troubleshoot equipment and systems in the absence of schematics and sequence of operations records
  - HVAC, electrical and plumbing operations, testing and troubleshooting principles and practices;
  - Irrigation systems;
  - Personal computers and related software programs and databases;
  - Applicable City policies and ordinances; and,
  - Applicable Federal, State, and local laws, rules, and regulations.
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**Skills** (positions in this class typically require):

Skill in:

- Interpreting plans, electrical schematics, and technical information to troubleshoot and repair the large variety of building equipment and systems found in commercial office buildings.
  - Use of meters, gauges, and other test equipment to perform troubleshooting and repairs accurately and efficiently for facilities equipment and systems including HVAC, electrical, lighting, fire alarm, and access control systems;
  - Effective decision making, problem solving and response to operational issues and emergencies;
  - Researching technical information and manufacturer's data and sources for parts and equipment;
  - Leading a work team and working independently;
  - Properly using personal protective equipment;
  - Safely operating a motor vehicle and forklift ;
  - Troubleshooting, diagnosing, and repairing equipment malfunctions;
  - Understanding, following, and providing oral and written instructions and retaining information sufficient to perform a variety of tasks;
  - Computer operation and related software programs, electronic file maintenance and word processing/spreadsheet software;
  - Effectively responding to and resolving questions and concerns from the public, city personnel, and coworkers;
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and etc. sufficient to exchange or convey information and to receive work direction.
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**Physical Requirements:**

Positions in this class typically require grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, inadequate lighting, work space restrictions, and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime, respond to emergencies, and perform standby duties.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

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**Classification History:**

Adopted by Council July 21, 2021, Resolution No. 21-7089